

**SECRET**

: Branch Chiefs, D/I  
: Chief, D/I  
: Briefing Guide for D/I

24 August 1954

1. D/I is organizing a briefing guide for the Division which will include, for each branch, its Organization, Mission, Functions, Commodity Responsibilities, Published Reports, Current (FY 55) Research, and Major Gaps. It is intended to publish the guide in booklet form for two primary purposes: (1) As an aid to briefing personnel about to go overseas about the general details of the Division, what we know, and what we want to know, and (2) to serve as a reference aid for new personnel so that they may have a better and earlier understanding of the Industrial Division.

2. For this guide we need, from each branch, a one page (single spaced) statement of major gaps. It should be detailed to the extent that a simple statement of "we need to know everything" is insufficient but not to the extent that "we need to know the number of workers at plant XYZ in Moscow Oblast." It should be current and yet continuing in nature. Considerable thought should be given to this statement so that it will be of value to both the potential collector and the new researcher.

3. These statements should be in D/I no later than 1 September 1954.

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Distribution  
All Branch Chiefs, D/I

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